

Hanley Castle High School

Covid-19 operational plan

Spring term 2022

Overarching principles

Prevention

- Asymptomatic testing (staff and students) will identify infection and reduce the potential for transmission
- People (staff and students) who have Covid-19 symptoms, primary or secondary, **must** stay at home and confirm with a lateral flow test
- People (staff and students) who are close contacts of someone who has tested positive should take daily lateral flow tests
- People (staff and students) who are unwell must remain at home
- Staff and students should be encouraged to take the opportunity to be vaccinated, including any booster vaccinations
- Face coverings should continue to be worn in congested spaces and during lessons i.e. for moving between lessons unless an exemption applies
- Face coverings are not required once students have reached their designated zones during breaks, apart from when they are queuing for food / drink
- Robust hand hygiene remains essential – SMS protocol / frequent hand sanitising
- Robust respiratory hygiene remains essential (catch it, bin it, kill it)
- Occupied spaces must be well ventilated and monitored using CO2 monitoring devices (but not cold or drafty)
- One-way system (clockwise) for movement around school)
- Old English office used as a sick bay, monitored by CCTV
- Enhanced cleaning arrangements will be maintained (especially of frequently touched surfaces and including during school day)
- Contact between individuals, especially staff, should be minimised and social distancing maintained

Response

- There will be active engagement with NHS Test and Trace (including LORT / local health protection team / PHE)
- There is a robust plan to manage and report confirmed cases
- There is an effective Serious Outbreak Action Plan (SOAP) in place to manage any outbreak / serious deterioration in the local or national situation
- PPE is available for specific circumstances

Lateral flow testing

- Screening in January 2022 - an initial in-school lateral flow test for all students with consent
- Epraise to be used by key stages to log and track consent
- Home testing to resume after the in-school tests
- Twice weekly home LFT tests for students and staff (Sunday / Wednesday evenings)
- Epraise to be used by tutors to record student results
- Small testing site in the sixth form conference room to allow testing for those students who have forgotten to test

Staff Guidance

- Our priority - protecting staff from students and each other, not students from students
- Dress code – smart business dress, all washable (ties optional)
- All staff must bring own hand sanitiser / face mask / plastic bag
- Create and maintain circumstances to remain 2m from students, even if masked
- Staff must set example by following SMS protocol and wearing masks properly on corridors / in communal areas / when moving between lessons / when on bus duty / in any congested indoor area
- Staff must sanitise desk / computer keyboard when entering and leaving a classroom – double clean protocol
- Maintain ways of supporting students in lessons which do not require proximity
- Avoid congregating with other staff
- Bring in own drinks / food
- Staff room should be avoided – but if used work spaces must be double cleaned (see above) and left uncluttered
- Kitchen areas have caused outbreaks in other settings – sanitise hands before and after using such an area / wipe areas down / treat mugs, tea towels, containers, milk containers etc as infection hazards
- Remain in classroom if not occupied
- Toilet breaks can be taken during lessons – neighbouring teacher to keep eye on both classes – masks must be worn and SMS Protocol followed
- Use the signing in / out app – ask Front Office if there is a problem
- Staff are contracted to be available for work throughout the school year; they must not travel abroad if, by doing so, they risk or require a period of self-isolation abroad or on their return home which will prevent them from working in school

Shielding / X coded students

- All adults and children, including those who are 'extremely clinically vulnerable', are expected to attend school, subject to a risk assessment which includes exercising caution at all times
- School leaders will be flexible in how these members of staff are deployed to allow them to work in roles in school where it is possible to maintain social distancing
- Pregnant women, can remain in school (unless advised not to by medical professionals) but should take particular care; a risk assessment will be completed where appropriate

- Schools must continue to identify staff and pupils who are reluctant or anxious about returning to school and develop plans to address this
- Only students who are unwell will remain at home – close contacts can remain in school subject to daily lateral flow testing.
- Remote learning will be provided for students who have Coronavirus but remain well.

Transport

- Students to walk or cycle where possible
- Extended one-way drop-off for cars on field (or as directed by senior staff)
- Face masks mandatory on all public buses / school coaches
- Hand sanitiser on entry / exit of bus
- Students should proceed (masked) directly to their breaktime zones
- If bus arrives late students must go straight to registration or timetabled lesson – not Key Stage.
- Individuals arriving late should sign in in Key Stage as usual
- **The library is not available either before or after school or during Breaks A and B**

Classroom set-up

- Desks front facing
- Unnecessary furniture removed to increase space (can be stored at front of room if necessary)
- Decluttered for easier cleaning
- Please check: 2m isolation pod for teacher / LSA at front – offset where possible – taped off
- Where size of classroom does not allow 2m distancing for LSA students can be withdrawn
- Hand sanitiser / disinfectant / paper towels / latex gloves / tissues
- Teacher sanitises own desk / computer on entry to and on leaving classroom – double clean protocol
- Pupils sanitise their desk at end of lesson (see below)
- Door wedged open if weather allows
- Windows open / partially open if weather allows – **offset to maintain reasonable temperature**

Office set-up

- Desks off-set to maximise distancing
- Unnecessary furniture removed to increase space
- Decluttered for easier cleaning
- Tape used to maintain distancing in offices / corridors to which students have access
- Face masks can be worn where 2m distancing is not possible

Equipment – including additional mandatory items for students

- **Hand sanitiser** – limited supply of spares available in school
- **A face mask** - to be worn in all congested indoor spaces (including during lessons)
- It must be purpose-made / removable / washable or disposable – no scarves / biker masks / novelty masks / inappropriate masks etc.
- **A plastic bag** in which to store the face mask
- Students, particularly Year 7 students, need to be trained to ensure the safe use and removal of masks (see SMS protocol below)
- If masks are washable this must be done daily
- Students should only bring in essentials – e.g. lunch boxes / coats / books / stationery
- Mobile phones and head phones must not be used - and will be confiscated if seen
- If students do bring a mobile into school it must be switched off and stored in the student's bag
- Tutors to check compliance – will be supplied with spare sanitiser / masks / plastic bags / pens / pencils / paper / mini-whiteboards / pens etc.
- Handwashing – after toilet / where facilities are available (e.g. science labs) – frequent use of hand sanitiser in between

Behaviour

- All students and parents must agree to comply with all school rules, including the Covid Code of Conduct – a child's attendance in school is dependent on this
- This includes following the SMS Protocol - the mandatory wearing of masks in school buildings / moving between lessons / during lessons / when queuing for food and drink
- Students stay in seats during lessons – there should be no movement around the classroom
- No student who endangers themselves or others will remain in school
- Use existing behaviour management systems **RIGOROUSLY** – no 'negotiation' / chances
- 'Botheredness' remains important – no conflict
- Supervision on corridors – students have no reason to be static on corridors – teachers / middle leaders / SLT to supervise (masked)
- Compliance with one-way system (clockwise)
- Punctuality is particularly important, as is accurate, prompt completion of registers at the beginning of lessons (including for sixth form)

Uniform

- It is more important than ever that uniform is worn and that it is different from home clothes
- Any non-uniform items (e.g. hoodies) will be confiscated and placed in a plastic bag for collection by the student at the end of the day
- Uniforms can be cleaned as often as usual using normal methods
- Students who have PE should bring their PE kit into school and change as normal (masks to be worn in changing rooms)

Amended day

Tutor period / DSB	8.45 – 9.15
Lesson 1	9.15 – 10.15
Lesson 2	10.15 – 11.15
Break A	11.15 – 11.45
Lesson 3	11.45 - 12.45
Lesson 4	12.45 - 1.45
Break B	1.45 – 2.15
Period 5	2.15 – 3.15

Staff allocated either Break A or Break B as 'lunch' – one 15-minute duty will be required most days in Break not designated as 'lunch', as well as bus duty – tag team handover. SLT on bus / field duty.

Operational protocols

- Students move between lessons as normal, but must wear masks at all times on this journey
- Masks may only be removed when students arrive in their break zones
- If a student who is not exempt (they will have a pass) refuses to wear their mask, or wears it incorrectly, this will be treated as a breach of the Covid Code of Conduct and dealt with by Key Stage / SLT
- Track and trace requirement – even though students who are contacts will no longer be required to remain at home, when students are in classrooms during registration / lessons they must remain in a seating plan recorded on E-praise
- Teachers should note any changes or exceptions in their planner during a lesson as a precaution
- Students should not enter the buildings before 8.45 am
- Desk sanitisation – when students enter a classroom they will collect 1 hand towel from the front of the room. At the end of the lesson, when students are standing behind chairs, the teacher will quickly move round the classroom, spraying each table with disinfectant, to allow the students to clean them down
- Keyboard sanitisation – must be carried out between lessons – disinfectant must be sprayed onto the hand towel, not directly onto the keyboard
- Used paper towels must be placed in the bin as the students exit the room.
- All move on 'B' of 'Bell', but hold class briefly to allow any congestion to disperse
- No stopping / no waiting on corridors – students must be given immediate access to rooms
- Heads of faculty / subject determine and enforce optimum entry / exit arrangements from subject areas maximising use of one-way systems / external doors etc
- All one-way systems must be observed and reinforced by staff present
- Students should not be allowed out to use the toilets during lessons

Sixth form centre / tutor rooms

- Sixth form students should continue to wear masks once they have arrived in the sixth form common room, library, IT or tutor rooms
- They should remain aware of the importance of social distancing and will be expected to name close contacts if required to do so
- Eligible students must sanitise hands before signing in or out on the iPad
- Students must sanitise laptops that they borrow using the double cleaning protocol
- Students must sanitise computers in computer rooms using the double cleaning protocol
- Students must sanitise prior to using vending machine / kitchen

Resources / completed work

- Where possible resources / marked work distributed onto desks before lesson
- If not, handed out via sanitised hands (teacher or pupil)
- Homework set and completed online where possible
- Exercise books / key pieces of work submitted on file paper taken in for marking - sanitise hands (and pen) before and after all contacts

Equipment

- Personal items e.g. pens / calculators should not be shared
- Tutors will manage spare sanitiser / face masks / plastic bags / pens / pencils / paper / mini-whiteboards and pens
- Students will be issued with personal mini-whiteboard / marker pen for use during lessons (via tutors)
- Classroom based resources e.g. text books can be used – students should sanitise hands before and after touching such resources
- Students should sanitise hands after receiving marked work back
- Sports / art / science / DT / music etc. equipment should be cleaned frequently and students use hand sanitiser before and after touching it

Break / lunchtime

- Staggering is not possible due to timetabling / staffing constraints
- Year group zones for break / lunchtime – all outside except for sixth form / Year 11 student leaders – students will need warm, waterproof coats
- Zones

Year	Wet weather / winter	Fair weather / summer
7	Quad	Top of front field
8	Outside sixth form	Glebe
9	Courts (field end)	Courts (field end)
10	Memorial garden	Bottom of front field
11	Leaders - MFL, courts (MFL end)	Leaders - MFL, courts (MFL end)
12/13	Sixth form common room	Under stairs on field.

- Ball games will be allowed only when it is safe and does not impact on other students
- Food outlets in each zone (**hot and cold** food / FSM – packed lunches)
- Masks must be worn when queuing
- Only 2 students at serving table at any one time – rest of queue must remain 2m from serving table
- SLT DTL deploys duty team to supervise students and manage food queue
- Wet weather – Year 9 sports hall / Year 8 main hall / Year 7 dining area – all will need masks
- If weather deteriorates badly **during a break** a bell will be sounded and students (and staff) must proceed to wet weather areas

Specialist lessons

- PE
 - No equipment unless sanitised and / or hand sanitiser used before and after use
 - Outside where possible
 - Students change into PE kit in school on days when PE timetabled – masks to be worn in changing rooms
- IT / computer keyboard hygiene – students and staff sanitise hands before and after use. When the teacher sprays tables at the end of a lesson, the student will use the hand towel, already moistened with disinfectant to wipe down the table, to also wipe down the keyboard
- A similar protocol can also be used to sanitise other equipment e.g. musical instruments / DT tools etc.
- Music – no singing / wind instruments in classrooms – hands sanitised before and after using key boards / other equipment must be sanitised regularly (see above) and / or hand sanitiser used before and after use
- Drama – no physical contact / no face-to face speaking
- Science – careful consideration should be given to maintaining social distancing during practicals / sixth form science students purchase own safety glasses via faculty and follow before and after hand sanitising protocol
- MFL (and other subjects where appropriate) – no choral repetition

Pastoral

- Meetings scheduled in spaces large enough to maintain social distancing
- Pastoral staff only accessible during break times – students must go alone
- Pastoral staff available in breaktime zones
- Walkie talkies used to enhance communication
- Some withdrawal from lessons for counselling / mentoring – arranged through tutor

Other safety / capacity measures

- Meetings before / after school / training - either via TEAMS or socially distanced
- Weekly whole staff briefing will continue via email (Friday)

- No face-to-face assemblies - pre-recorded key messages / remote assemblies / SLT and Key Stage visits
- No face-to-face parents' evenings / information evenings (held by TEAMS, appointments booked via E-praise)
- Open evenings / celebration of achievement / concerts / school show – under review on case-by-case basis
- Extra-curricular activities may recommence - registers and seating plans must be taken and retained
- Sports fixtures may continue subject to risk assessments and appropriate control measures
- Trips / visits (including residential) may continue subject to risk assessments and appropriate control measures

Staff illness protocol

- Staff should not come into school if they are unwell, if they have Coronavirus symptoms or have tested positive
- Staff who have symptoms should follow NHS guidelines on testing and when to return to work
- Staff who have no symptoms but return a positive LFD test must follow NHS guidelines on self-testing and when to return to work
- If a member of staff becomes unwell (new, continuous cough / high temperature / loss of taste or smell or other worrying symptoms) they must inform Front Office, go home, self-isolate and follow NHS guidelines
- If a member of staff is too unwell to drive home they should remain separate from colleagues / students while transport arrangements are made
- If they use any toilet they should report this to allow it to be sanitised
- In the event of a positive test staff should self-isolate for 10 days
- Members of staff who are contacts with confirmed cases do not need to self-isolate (**unless** they develop symptoms themselves) but should take daily lateral flow tests
- Staff who test positive but are asymptomatic will be expected to work remotely

Student illness / injury protocol

- **Sick Bay provision in old English Office**
- Students should not come into school if they are unwell, if they have Coronavirus symptoms or have tested positive
- If a student becomes unwell (new, continuous cough / high temperature / loss of taste or smell / other worrying symptoms) Front Office must be informed by telephone or email. The student should be sent to Sick Bay while parents are informed and transport arrangements made
- If the student is too unwell to be sent to Sick Bay, the teacher should remove their teaching group, in masks, from the room to the closest safe space (which may be outside)
- In all cases, Front Office must be informed immediately by telephone or e-mail
- PPE must be worn by first aiders if 2m distancing cannot be maintained or bodily fluids of any kind are involved
- If the student who is unwell uses any toilet it will be sanitised

- Students who are symptomatic or who have tested positive must follow Government guidelines on self-testing and when to return to school

Fire safety arrangements

- Assemble on courts as usual
- 1m gaps between students - face masks must be worn
- Staff must wear masks and maintain 2m social distancing – from students / other staff

Visitors

- No parents / other visitors in school other than by appointment
- Do not invite unnecessarily – use TEAMS wherever possible
- Out of hours where possible
- Hygiene / distancing protocols explained in leaflet
- Visits from trustees / committee members/ members of staff from other HUET schools by appointment
- Necessary IT / site team visits must follow mask / distancing protocols

Covid – serious outbreak action plan (SOAP)

Depending on degree of risk, some or all of the following measures may be adopted:

- All practical work suspended
- Strict bubbles reintroduced
- Daily LFD testing
- CEV working at home where possible
- Remote learning reintroduced (for some or all year groups)
- All visitors banned
- All meetings via TEAMS
- All extra-curricular activities trips / visits suspended

The 'SMS' Protocol

Students and staff must wear facemasks correctly inside buildings, during lessons and when moving between lessons (inside and outside). Masks can be removed once students have reached their break zones, but must be worn when queuing for food and drink.

- All students and staff must bring with them their own hand sanitiser, a face mask and a plastic bag in which to store the face mask
- Face masks must be used in situations where social distancing and other protective measures are difficult – such as on busy corridors / during lessons / when moving between lessons / toilets / food queues etc.
- They do not provide 100% protection, but used properly (with hand sanitiser) they can significantly reduce risk
- Hand sanitiser must be used before removing the face mask from its plastic bag and putting it on
- Hands must be sanitised again after putting the mask on.
- A similar process must be used when removing the mask – sanitise hands, remove mask and place in its plastic bag, sanitise hands a second time
- In summary, sanitise hands before and after touching your face mask
- Remember - if you do not follow this procedure the benefits of the face mask to yourself and to others will be lost

S	Sanitise
M	Mask
S	Sanitise